
APPENDIX C:

NH Office of Emergency Management Local Hazard Mitigation Plan Checklist

All criteria of **Section A** must receive a score of “**MET**” for the plan to receive FEMA approval. All criteria of **Section A and B** must receive a score of “**MET**” to be eligible for the Flood Mitigation Assistance (FMA) grant program. All criteria of **Section A, B and C** must be “**MET**” to meet the Community Rating System (CRS) requirements. Reviewer’s comments must be provided for requirements receiving a “**NOT MET**” score. The Office of Emergency Management recommends that the local plan meet all of the Criteria. However a plan that meets the requirements of Section A only, will meet FEMA criteria.

COMMUNITY: _____
PLAN SUBMITTAL DATE: _____ DRAFT or FINAL (circle one)

SECTION A

The following items must be identified/addressed in the plan to meet FEMA's DMA 2000 Planning Requirements.

A.1 Prerequisite (Check Applicable Box)

A.1.1 Adoption by the Local Governing Body (Include documentation that the plan has been formally adopted by the governing body.)

A.1.2 Multi-jurisdictional Plan Adoption

A.1.3 Multi-jurisdictional Participation

NOT MET MET

A.2 Planning Process

A.2.1 Planning Process: The Planning Process shall include opportunity for public comment on the plan during drafting stage and prior to plan approval.

A.2.1 Documentation of the Planning Process and Public Involvement: (A description of the planning process used to develop the plan, including how it was prepared, who was involved, as well as any of the following: dates of public/committee meetings, list of committee members, attendance sheets, newspaper notices, agendas/minutes, etc)

NOT MET MET

A.3 Risk Assessment

A.3.1 Identifying Hazards: (Include a description of all applicable natural hazards identified in the State's Hazard Mitigation Plan).

NOT MET MET

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A.3.2 Profiling Hazard Events: (A description of the type, location, and extent of all natural hazards that have previously occurred as well as probable future events. If possible, provide dates and specific type and amount in dollars of damage). This description shall include an overall summary of each hazard and its impact on the community.

A.3.3 Assessing Vulnerability: Identifying Assets. (The plan SHOULD list the types & numbers of existing and future buildings, infrastructure and critical facilities in the hazard areas.)

A.3 Risk Assessment Continued

A.3.4 Assessing Vulnerability: Estimating Potential Losses. (The plan SHOULD include an estimate of potential dollar losses to vulnerable structures identified in the above section.)

A.3.5 Assessing Vulnerability: Analyzing Development Trends. (The plan SHOULD provide a general description of land uses and development trends. Obtain language from Master Plan and Flood Insurance Study, population data, and best available data from the building inspector/department.)

A.3.6 Multi-jurisdictional Risk Assessment

NOT MET MET

A.4 Mitigation Strategy

A.4.1 Local Hazard Mitigation Goals: (A description of mitigation goals to reduce vulnerability to natural hazards.)

A.4.2 Identification and Analysis of Mitigation Measures: (Identify specific mitigation actions and projects being considered to reduce the effects of each hazard.)

A.4.3 Implementation of Mitigation Measures: (An action plan describing how each action will be prioritized, implemented and administered. Prioritization SHALL include a cost/benefit review.)

A.4.4 Multi-jurisdictional Mitigation Strategy

NOT MET MET

A.5 Plan Maintenance Procedures

A.5.1 Monitoring, Evaluating, and Updating the Plan: (A section describing the method and schedule of monitoring, evaluating, and updating the plan within a 5 year cycle.)

A.5.2 Implementation Through Existing Programs: (A process that incorporates the mitigation actions in other planning mechanisms such as the CIP and Master Plan.)

NOT MET MET

A.5.3 Continued Public Involvement: (Discussion on how the community will continue public involvement in the plan maintenance process.)

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A.6 Additional State Requirements

NOT MET MET

A.6.1 Minimum of Two maps: one that identifies past and potential natural hazards and one that identifies critical facilities.

A.6.2 Coordinate with other local and state agencies. At a minimum send a draft plan to other agencies asking for their comment by a certain date.

A.6.3 A mitigation action plan which identifies who does what, when it will be done, and how it will be determined.

A.6.4 Capability Assessment that identifies what is being done locally and at the state level to mitigate hazards by developing a list of items and activities already in place.

SECTION B

In addition to Section A, the plan must include the following items to meet the Flood Mitigation Assistance requirements for a Flood Mitigation Plan.

(Note: these items must be included for a community to receive a FMA planning or project grant.)

B. Flood Mitigation Plan Requirements

NOT MET MET

B.1 A description of past AND potential flood hazards, identification of the flood risk on a map, estimates of the number and type of structures at risk, number of NFIP policies, amount and general location of repetitive loss properties, and the extent of the flood depth and damage potential.

B.2 Long-term floodplain management goals.

B.3 A presentation of the strategy for reducing flood risks and continued compliance with the NFIP, including procedures for implementation of the plan.

SECTION C

In addition to Section A and B, the following items must be identified and/or addressed in the plan to meet the Community Rating System (CRS) requirements.

(Note: These items are required only if the community wants to join the CRS.)

SECTION D

C. Community Rating System Plan Requirements

C.1 The planning process is under the supervision of a professional planner...OR The planning process is conducted through a committee composed of staff from community departments that will be implementing the majority of the plan's recommendations...OR the planning process and/or committee are formally created by an action of the local governing board.

C.2 Conduct at least one meeting to obtain public input on the draft plan held at the end of the planning process at least two weeks before the submittal of the plan to the governing body. (Discussing the plan at a regular public meeting of the governing body, just before it is voted on, is not sufficient for CRS credit)

C.3 Inventory how many and what types of buildings are affected (e.g. residential, commercial, industrial, with or without basements, etc). These numbers can be approximate.

C.4 Mitigation activities must include one or more of the following activities: Preventative, Property Protection, Protection of the Floodplain, Emergency Service, Structural Projects, and Public Information Activities.

NOT MET	MET

In addition to Sections A, B and C, all Class B and Class C repetitive loss communities must identify/address the following items to meet the CRS requirements.

D. Repetitive Loss Property Requirements

D.1 A floodplain management plan must be adopted for the community's repetitive loss areas. (See activity 510 in the CRS guidebook).

NOT MET	MET

PLAN APPROVAL

(Circle One - DRAFT or FINAL) PLAN APPROVED by NHOEM

On date_____



(Circle One - DRAFT or FINAL)PLAN NOT APPROVED by NHOEM

On date_____



(Reviewer's Name)

Date

PLEASE SEE ATTACHED SHEET FOR COMMENTS

REVIEWER'S COMMENTS

CHECKLIST CRITERA SUBSECTION	CORRESPONDING PLAN SECTION	IMPROVEMENTS NEEDED